

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PSYCHOLOGIST MANAGER

JOB DESCRIPTION

Employees in this job supervise the work of professional psychologists in a variety of programs of psychological services, training, and research activities. The employee works within general methods and procedures and exercise considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of psychological services, training and research programs, and knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Psychologist Manager-2

Psychologist Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Psychologist Manager-3

Psychologist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Psychologist Manager-4

Psychologist Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Administers patient services and is responsible for directing a psychology service unit.

Directs a professional staff of psychologists in providing services such as adolescent, adult inpatient, adult outpatient, etc.

Plans, organizes, directs, and controls a psychological treatment and evaluation program.

Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.

Formulates clinical, psychological, diagnostic counseling, and treatment procedures and evaluates results.

Coordinates services with others in the clinic and with medical, social, and placement programs.

Participates in making the recommendations of the combined diagnostic and treatment staff.

Conducts psychological interviews, administers tests, and assists in planning correctional programs.

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Assigns, coordinates, and outlines the work methods of subordinate employees through supervisors.

Plans and develops the educational program; conducts seminars and training conferences; acts as liaison with approved educational institutions; integrates training in psychology with allied divisions of the facility.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of psychological counseling, vocational training, and placement.

Thorough knowledge of types, uses, and interpretation of standardized psychological tests applicable to the testing of physically handicapped or socially maladjusted children and adults.

Thorough knowledge of human emotional, social, psychological, and environmental problems and the techniques applicable to their alleviation.

Thorough knowledge of projective techniques and psychotherapy.

Thorough knowledge of experimental and research techniques.

Thorough knowledge of current literature in the field.

Thorough knowledge of applicable research and training techniques.

Thorough knowledge of methods of formal instruction and in-service training in psychotherapy.

Thorough knowledge of the problems involved in conducting a psychology program in a psychiatric setting.

Thorough knowledge of the techniques for observing and assessing behavior.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures, affirmative action, and equal employment opportunity practices.

Thorough knowledge of administrative techniques.

Ability to instruct, direct, and evaluate employees.

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Ability to train students, psychology interns, and professional personnel.

Ability to counsel mentally ill and developmentally disabled children and adults in educational and rehabilitative goals.

Ability to assist in directing a mental health clinic.

Ability to apply treatment methods.

Ability to identify and solve administrative problems.

Ability to initiate and direct research.

Ability to deal tactfully with others.

Ability to maintain records, prepare reports, and compose correspondence.

Ability to plan, organize, and direct a psychology service unit or a psychology program of a facility.

Working Conditions

Some jobs require travel.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to diseases and illness.

Some jobs require an employee to be exposed to some risk to sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

Some jobs require direct contact with patients and prisoners.

Physical Requirements

None.

Education

Possession of a master's degree in psychology.

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Experience

Psychologist Manager 13

Two years of professional experience as a psychologist equivalent to a Psychologist P11.

OR

One year of professional experience equivalent to a Psychologist 12.

Psychologist Manager 14

Three years of professional experience equivalent to a Psychologist P11.

OR

Two years of professional experience equivalent to a Psychologist 12.

OR

One year of professional experience equivalent to a Psychologist Manager 13.

Psychologist Manager 15

Two years of professional experience equivalent to a Psychologist Manager 13.

OR

One year of professional experience equivalent to a Psychologist Manager 14.

Special Requirements, Licenses, and Certifications

Possession of a temporary masters limited license, masters limited license, doctoral limited license, or full license to practice psychology in the State of Michigan.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PSYCHLMGR	Psychologist Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Psychologist Manager-2	PSYGMGR2	NERE-153
Psychologist Manager-3	PSYGMGR3	NERE-157
Psychologist Manager-4	PSYGMGR4	NERE-159
Psychologist Manager-2-PP	PSYGMGR2	NERE-100P
Psychologist Manager-3-PP	PSYGMGR3	NERE-101P
Psychologist Manager-4-PP	PSYGMGR4	NERE-102P

ECP Group 3
8/20/2000
DS/VLWTMBK